

Welcome to the
UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF WASHINGTON

Filing Checklist

We have prepared this checklist to assist you in the preparation and filing of documents with our Court. More detailed instructions may be found in the Local Rules– www.waed.uscourts.gov

Preparing documents:

LR 5.1(b)	Proof of Service shall be attached by affidavit or an affidavit-of-service stamp to each document requiring service.
LR 7.1(h)	<i>Notice of Hearing</i> must accompany all motions. In order for a motion (with or without oral argument) to appear on the judge’s calendar, it must be noted for hearing.
LR 7.1(b)	<i>Memorandum of Authorities</i> must accompany all motions.
LR 7.1(f)	<i>Memoranda</i> relating to motion (other than summary judgment or other dispositive motion) must not exceed 10 pages without prior approval of the Court.
LR7.1(f)	<i>Memoranda</i> relating to motion for summary judgment or other dispositive motion shall not exceed 20 pages without prior approval of the Court.
LR 10.1(a)(2)	<p>All papers submitted must be of good quality on which line numbers appear at the left margin. All typed and printed matter must appear in either a proportionately spaced typeface of 14 points or more or a monospaced typeface of no more than 10.5 characters per inch . . . non script type. No pleading, document, or brief may have an average of more than 280 words per page, including footnotes and quotations. The word count does not include addenda containing statutes, rules, regulations, etc.</p> <ul style="list-style-type: none">●This is a sample of 14 pt. Proportionately-spaced type.●This is a sample of a monospaced typeface of no more than 10.5 characters per inch.
LR 10.1(a)(2)	Text shall be double-spaced and on one side of the paper only. Quoted material may be single-spaced, however, footnotes shall be double-spaced.

LR 10.1(a)(3)	On the first page of each document the title of the Court shall appear on or below the fifth line. All pleadings shall be signed as required by Fed.R.Civ.P.11. Names shall be typed underneath all signature lines.
LR 10.1(c)	The first page of each pleading or other paper (except instructions) shall contain the name, mailing address & telephone number of the attorney or firm submitting the paper on the left side above line five. (If there are multiple plaintiffs/defendants, etc., indicate by name the party(ies) you represent.)
LR 10.1(a)(1)	Pre-punching: all paper documents presented for filing shall be pre-punched with two normal-size holes (approximately ¼ inches diameter), centered 2¾ inches apart, ½ inch to ⅝ inches from the top edge of the document.
LR 10.1(f)	Proposed Orders: On written motion or stipulation, the form of proposed order granting the motion or approving the stipulation shall be submitted separately.
Fed.R.Civ.P.5.2 OR Fed.R.Crim.P. 49.1	Privacy Protection for Filings Made with the Court. Refer to the Federal Privacy Rules, Fed.R.Civ.P. 5.2 or Fed.R.Crim.P.49.1, effective 12/1/07. Unless the court orders otherwise, in a filing with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, a financial-account number, or the home address of an individual, a party or nonparty making the filing may include only: <ol style="list-style-type: none"> 1. the last four digits of the social-security number and taxpayer-identification number; 2. the year of the individual's birth; 3. the minor's initials; 4. the last four digits of the financial-account number; and 5. (In criminal cases only) the city and state of the home address.
ECF Admin Procedures	All documents, including any exhibits and attachments, shall be sequentially paginated in their entirety, with the page number appearing at the bottom of each page. (<i>See also</i> LR 10.1(e))

Filing documents:

LR 5.1(a)	If filing in paper, the original and one copy of documents are required. (The copy is provided to the assigned judge.)
LR 26.1	The Fed.R.Civ.P. 26(f) discovery plan shall be included in the attorney report filed with the Court. No other discovery materials, including interrogatories, requests for production, requests for admission, depositions, and FED.R.CIV.P. 26(a)(1) initial disclosure statements, shall be filed.
ECF Admin Procedures	For documents filed in ECF over 100 pages, a courtesy paper copy for the judge must be filed with the Clerk. The courtesy copy shall be clearly marked, "Judge's Courtesy Copy of Electronic Filing," and must be 3-hole punched and tabbed (if applicable).

Clerk's Office Locations:

Spokane— Thomas S. Foley U.S. Courthouse, 920 West Riverside, Room 840, Spokane, WA 99201 (509) 458-3400
Yakima— Wm. O. Douglas Courthouse, 25 S. 3rd, 2nd Floor, Yakima, WA 98901 (509) 573-6600
Richland— Federal Building and U.S. Courthouse, 825 Jadwin, Richland, WA 99352 (509) 376-7262

Court Web Site: www.waed.uscourts.gov

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